

Tennessee Department of Health
Division of Family Health and Wellness
Administrative Services Assistant 5 – Executive Service Position Announcement

The Tennessee Department of Health's (TDH) Division of Family Health and Wellness (FHW) is hiring an Administrative Services Assistant 5 (ASA 5) executive service position. This position monitors and controls resources including program specific expenditures identifying cost allocation omissions and errors. The position's work is supervised by the FHW fiscal director and works with program staff to address program expenditure issues providing detailed technical assistance to division staff. Through the analysis of all division programs, funding sources, and budgets the position is responsible for the development of the division work programs and works with the TDH budget office to identify any issues and revisions. The position is responsible for the detailed review and monitoring of labor distribution for all division user codes notifying program staff and the TDH Fiscal office of any problematic issues and problem solving. The position will be responsible for contract development, processing and tracking as part of the overall job responsibilities as well as invoice review and processing.

Qualified candidates must be able to work independently performing complex administrative duties having broad scope and impact. This work frequently involves developing new and evaluating existing policies and procedures for managing administrative programs and activities, as well as fiscal services and budgetary operations involving large budgets. Advanced experience with Microsoft Office software is required including Word, Excel, and PowerPoint.

Applicants must meet the following criteria:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to substantial (five or more years of) full-time increasingly responsible professional staff administrative experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Or

Four years of increasingly responsible professional administrative services experience with the State of Tennessee.

The salary is commensurate with experience.

This is an executive service position. All persons interested may submit a resume along with a cover letter to Rashika Alwis via email at Rashika.Alwis@tn.gov.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.